



Camp Long
Environmental
Learning Center
5200 35th Ave SW, Seattle WA 98126
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www.camplong.org



DATABASE SET-UP

POSITION:	Computer Volunteer or Intern at Camp Long
REPORTS TO:	Camp Long Supervisor
LOCATION:	Camp Long, 5200 - 35 th Ave SW, Seattle, WA 98106
POSITION TYPE:	Volunteer or Internship (unpaid), about 40 hours with (perhaps) 3 - 6 month term of service for follow-up troubleshooting.
POSITION DESCRIPTION:	<p>The Camp Long Advisory Council is a partner of Seattle Parks. They help fundraise, co-sponsor programs, and volunteer with Camp Long Environmental Learning Center. As a non-profit, it would like to keep a database for managing its volunteers, coordinating fundraising and tracking participation in programs.</p>
SPECIFIC DUTIES:	<ul style="list-style-type: none">• Set up database for volunteer, mailing, and donation management. Estimated set-up time = 40 hours• Create mailing and informational reports according to specification.• Train volunteers in how to input data and print reports.• Troubleshoot issues that arise as database is used.
REQUIRED QUALIFICATIONS:	<ul style="list-style-type: none">• Ability to set-up a user friendly database for use by volunteers in the organization.• Knowledge of Microsoft Access, CLASS and other database software.• Ability to interface Access with other database software.• Ability to develop a positive working relationship with staff, volunteers, donors, and community supporters.• Good organizational skills.
DESIRED QUALIFICATIONS:	<ul style="list-style-type: none">• Experience coordinating volunteer events• Knowledge of non-profit management or volunteer management• Experience working with non-profit boards
PLEASE CONTACT:	Sheila Brown, Camp Long Supervisor, 206-684-7415 For more information about Camp Long, please see www.camplong.org .